



**DEPARTMENT OF REAL ESTATE**  
***Equal Opportunity Employer***  
**Job Opportunity**

**Supervising Special Investigator I (Non Peace Officer)**  
**San Diego - Permanent, Full-time**

The Department of Real Estate has an opening for a Supervising Special Investigator I (Non Peace Officer). The position is located in the San Diego Enforcement Section.

**Duties of the position include:**

- Plan, coordinate, direct and oversee the work of Special Investigators by evaluating new complaints, whether from consumers or agency-originated, for the nature of complaint, jurisdiction, and probability of disciplinary action.
- Assign cases based on complexity and commensurate with staff's background and training.
- Review, analyze and provide proper instructions to staff on their progress on investigations and provide appropriate directives regarding the proper course of action in accordance with statutes, codes, regulations and departmental policies to bring the cases to a successful conclusion and/or submittal to Legal.
- Utilize and make appropriate entries into the EIS Enforcement System and ensuring use and entries by staff.
- Conduct interviews and hire staff when positions are vacant.
- Complete recruitment and hiring documents and train new staff on Department policies, procedures and goals of the Enforcement Program.
- Mentor staff and develop their analytical, investigative and communication skills and assist staff where needed by training and/or providing technical direction as to Department policies, procedures and goals.
- Review, approve and maintain attendance records, expense claims, itineraries and other applicable administrative documents.
- Prepare performance evaluations and initiate progressive discipline when warranted.
- Provide hands on classroom training presentations when called upon.
- May plan and direct the Pre-Complaint Review Unit and/or Special Investigator responsible for initial assessment of consumer complaints to determine jurisdiction and if a formal investigation should be initiated, when appropriate and may supervise a special unit such as the Administrative clerical unit.
- Handle upper management requests, including the drafting of DRE responses for blueslip or goldenrod correspondence that drives from initial consumer complaints.
- Provide direction on correspondence that requires their analytical, investigative and communication skills.
- Compile, maintain and submit reports as required including but not limited to, monthly statistical and production reports for assigned unit.
- This position is also responsible for the handling of subpoenas and taking appropriate action.

**Desirable Qualifications:**

- Knowledge of the Department's Enforcement Program and DRE laws, rules, regulations, policies and procedures.
- Ability to interact effectively with individuals at all levels of government, the public, and the Real Estate industry.
- Ability to communicate effectively both orally and in writing.
- Ability to plan, organize and direct the work of subordinates.
- Ability to work independently and establish and maintain project priorities.
- Ability to multi-task and be able to work under pressure.
- Dependable and reliable, with excellent attendance.
- Flexibility, patience and tact.

**Salary Range:**        **\$5369 - \$6478**

**Who may apply:**

Current State employees at the Supervising Special Investigator I (Non Peace Officer) level, those individuals transferable to the class, and DRE employees with MDC II list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please indicate SROA or Surplus status on your application. Please indicate RPA #11-188 on your application in order to be considered for this position.**

***Submit Applications to:***

Department of Real Estate  
Human Resources  
P.O. Box 187000  
Sacramento, CA 95818-7000  
(916) 227-0802

**California Relay Service:** 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

**Final Filing Date: Until Filled**

Applications may be obtained from the State Personnel Board website at <http://www.spb.ca.gov>  
**Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above final file date.**

Applicants will be screened using Desirable Qualifications and those most qualified will be contacted for an interview.